



PHILIP MORRIS

U.S.A.

January, 1981

Equal Employment Opportunity is an essential responsibility of management. Therefore, it is important that Company Representatives at all levels within the organization take steps to ensure compliance with Equal Employment Opportunity and Affirmative Action Laws. Equal Opportunity applies to all personnel actions:

1. Employment
2. Promotion
3. Termination
4. Training
5. Salary Administration
6. Other conditions of work

It is necessary that personnel decisions and actions provide equal opportunity for all persons and to ensure that those decisions and actions do not discriminate against groups or classes of persons.

If you are unsure about the effect of a contemplated action, first check with your location ERO Representative. If further clarification is required, your ER Representative will check with the Central Staff Affirmative Action Department.

Cindi Kohler-Hughes-ERO- Generalist
Cleveland Clarke-ERO- Representative